



## Job Description

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**POSITION TITLE:** Challenge Course Manager (Temporary) #4046

**SALARY PLACEMENT:** Short-Term Employee Hourly Salary Schedule  
Range 5, Step K

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### **SUMMARY OF POSITION:**

Under the direction of the Venture Academy administration, independently facilitates and operates standard introductory activities and low challenge course activities and initiatives. Oversees the facilitation and operation of standard low and high challenge course activities. Maintains course in excellent working condition, set up course prior to session, and take down and pack up all materials and supplies at the end of session, as necessary. Follow standard rules applicable to climbing, rappelling, equipment rescue, etc. Teach and monitor proper use of equipment and course. Conduct daily check of equipment for safety, cleanliness, and good condition. Oversee and participate in staff trainings and meetings. Maintain a positive environment for participants. Assume responsibility for enforcing the rules, policies, and safety procedures with a positive attitude. Obtain and maintain current CPR certification.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a High School diploma or equivalent. Training and proficient experience with adventure/ropes course programs which meet or exceeds ACCT Challenge Course Manager certification requirements.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess ACCT Challenge Course Manager certification.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- adventure/ropes course programs
- advanced knot tying
- belay team management including alternative belay techniques
- course set-up and take-down procedures including gear retrieval
- self-belayed climbing and other methods of course access
- High and Low Element Standard Operating Procedures (SOP's), safety guidelines, for the challenge course

Ability to:

- exercise good judgment and extreme caution
- be flexible based on program needs
- create and follow policies and procedures
- communicate with climbers, participants, school, and District personnel effectively
- operate standard high and low challenge course activities

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Oversee course management including workshop scheduling and staffing, staff training, maintenance and inspection of the challenge course and equipment, updating and maintaining of course records, logs, paperwork, and Local Operating Procedures (LOP) manual.
2. Remain apprised of, maintain, and enforce current regulations and challenge course operating procedures and

standards.

3. Maintain and enforce school district rules, regulations, and policies for the safety and security of District property.
4. Prepare incident reports as necessary.
5. Analyze and implement strategies in emergency situations.
6. Attend scheduled meetings and safety programs.
7. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
8. Maintain confidentiality on job related matters.
9. Communicate effectively both orally and in writing.
10. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone or two-way radio.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, spot, belay, lift and/or carry up to 50 pounds to waist height.
7. Climb to pole height and work competently at high elevations.

**WORK ENVIRONMENT:**

Employees in this position will be required to work mainly outdoors in an educational and standard environment. May come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

2/28/2024 final sc